

DESCRIPTION OF RECORD CATEGORIES
FEBRUARY, 1993

A0560	Accident/Incident Reports	C+1
	Accident Reports	
	Emergency Response Team - Incident Reports	
A0610	Accruals, Year End	C+1
	Accruals, Year-End	
A0150	Administrative	C+2
	Affirmative Action	
	COE - Cooperative Education Evaluations	
	Contingency Planning	
	Employee Recreation Association (ERA)	
	Holiday Schedules	
	Lease Data, Expired	
	Overtime Sheets	
	Phone Orders	
	Receiving Tickets	
	Shipping Requests	
	Summer Employment	
	Sundry Orders	
	Tuition Requests/Refunds	
	Uniform Allowance	
	Union Activities (RBO)	
	Vehicle Logs/Maintenance	
	Vendor Reports	
	Visitors & Tours	
	Work Orders	
A0350	Applications/Resumes	C+1
	Resumes/Interview Notes	
A0620	Asset Disposals	ACT
	Asset Disposals	
A0470	Associations & Memberships	C+1
	Associations & Memberships (Corporate)	
A0630	Attendance Reports	C+2
	Absentee Reports	
	Timesheets	

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A0502	Audit Report	C+7
	Asset Transfers (Warehouse)	
	Asset Transfers (Non-Warehouse)	
C0010	Calendars/Diaries/Daytimers	C+1
	Calendars/Daytimers/Diaries/Time:Text	
C0020	Campaigns/Programs/Special Events/Awards	C+2
	Action Cost Team Correspondence	
	Awards, Honors, and Prizes	
	Campaigns (UWGR, Blood Drive, etc.)	
C0070	Capital Forecasts/Capital Expenditures	C+3
	Five Year Capital Forecasts	
C1030	Chemical Waste Manifest	C+5
	Chemical Waste Manifests	
C1020	Cigarette Distribution (Fac. Smokes)	C+5
	Cigarette Distribution (Fac. Smokes)	
C0550	Conferences & Seminars	C+3
	Meetings and Conference Notes, Informal Seminars and Conferences	
C0650	Contracts & Agreements - Official Copies	ACT#6
C0651	Contracts & Agreements - Unofficial Copies	ACT
	Confidentiality Agreements	
	Leases/Contracts	
	Non-Disclosure Agreements (Detailed)	
	Non-Disclosure Agreements (Routine)	
C0770	Correspondence	C+2
	Correspondence, General	
E0530	EPA Weekly Inspections	C+1
	EPA Waste Storage Weekly Inspections	

E0540	Environmental Documents	ACT
	Permits/Permit Applications	
E0380	Equipment/Machinery	ACT
	Equipment (Non-Capital)	
F0470	Facilities Management	ACT
	Contractors/Subcontractors	
	Facility Asset Records by BLDG. (Furniture, Office Equipment, etc.)	
	Facility Drawings by BLDG.	
	Facility Inspections by BLDG.	
	Facility Permits by BLDG.	
	Facility Projects by BLDG.	
	Security	
	Specifications	
F0480	First Aid Team Records	ACT
	First Aid Team - General	
	First Aid Team Training Records	
F0230	Five Year Plans	C+3
	Strategic Five Year Plan	
G0150	Government Laws/Regulations/Agencies	SUP
	Job Safe Procedures	
G0220	Grievances	ACT
	Grievances	
	Grievance Summaries	
I0440	Insurance - Risk Management	ACT
	Risk Assessment/Reports & Responses	
I0370	Invoices	C+1
	Invoices	
J0010	Job Descriptions	SUP
	Job Descriptions	

J0060	Job Orders/650 Appropriations	ACT
	Job Orders/650 Appropriations	
L0460	Labor Relations	SUP
	Union Subcontracting Notifications	
L0280	Lists/Directories	SUP
	Divisional Rosters	
M0050	Manuals	SUP
	Computer Instructions, Manuals	
	EPA Guidelines	
	Manuals Generated by R&D	
M0140	Marketing Files	C+3
	Marketing & Sales	
M0340	Minority Affairs	C+3
	Minority Expenditures	
M0390	Monetary Approvals	SUP
	Monetary Approval Reports	
M0560	MSDS Documents	P
	MSDS Documents	
N0110	Negotiation Proceedings	ACT
	Negotiation Proceedings	
N0130	Nuclear Regulatory Files	P
	Labelled Leaf Inventory	
	Radiation Dosimetry Inventory	
	Radioactive Waste Records	
	Radiochemicals Inventory	
O0070	Organization Charts	SUP
	Organizational Charts/Rosters	

00080	Organizational Announcements	C+1
	Organizational Announcements	
	Promotions (Announcements)	
	Retirements	
P0810	Patent Coordinator	ACT
	Invention Disclosures	
P0070	Patents	C+3
	Patent Applications	
P0790	PED Smoking Ballots	M+2
	PED Smoking Ballots	
P0190	Personnel/Employee Files	ACT
	Leaves of Absences	
	Performance Appraisals	
	Resignations	
	Salaried Employee File	
P0330	Policies & Procedures	SUP
	Policies & Procedures	
P0622	Projects	ACT
	Bid Packages	
	Calculations/Design Files	
	Cigarette Intelligence Reports	
	Consultants Files	
	Continuing Fellowship Information	
	Contract Research	
	Correspondence, Technical	
	Evening Seminar Committee	
	Feasibility Studies/Proposals	
	Internal Reports	
	Laboratory Notebooks	
	Literature Searches	
	Manuscript Review Board	
	Monthly Development Summaries	
	PED Qualitative Test Reports	
	PED Quantitative Test Reports	
	PED Smoker Applications	
	Product Specifications	
	Program Objectives	
	Project Costs Tracking	

Project/Program Listing
Reports (Monthly, Quarterly, Annual, Special)
Smoke Methodology
Technical Seminar Committee
Visiting Scientists Program

P0621 Projects - Administrative ACT

Air Freight Bills
Balance & Analysis of Capital (Monthly)
Budgets/Operating
Capital Projects Performance Reports
Consultant Activity Reports (Quarterly)
Contributions Reports (Grants/Sponsorships)
Cost Information/Estimates
Engineering Drawings
Equipment/Machinery Evaluations
Expenditure Analysis (Monthly)
Five Year Operating Budgets
International Cost Reports (Monthly)
Meetings Organized by Philip Morris
Operating Reports (Year-End)
Production Schedules/Pilot Plants
Project Manpower Plans
QA Analysis Reports
Weekly Reports
White Papers/Position Papers

P0780 Purchase Orders/Requisitions C+2

Purchase Orders
Purchase Orders (Non-Capital)

R0070 Records Retention Schedules C+50

PM USA Records Program & Associated Forms
Warehouse/Storage - Central File

S0810 Safety Issues C+5

Divisional Safety Inspection Reports
Emergency Response Team Equipment Inspections
Emergency Response Team - General
Environmental Health & Safety Annual Reports
Forklift Inspection/Maintenance
Laser Safety Committee
Safety Committee - Minutes
Safety Glasses Program

S0360	Software	ACT
	Licenses, Software	
S0450	Standards/Specifications	SUP
	Engineering Standards	
S0631	Succession Planning	C+1
	Succession Plans	
S0730	Surveys & Studies	C+3
	Surveys, Attitude	
	Surveys, Benchmark	
T0380	Training & Development	C+2
	Safety Training Records	
	Training & Development	
V0120	Vouchers	C+1
	Cash Vouchers	